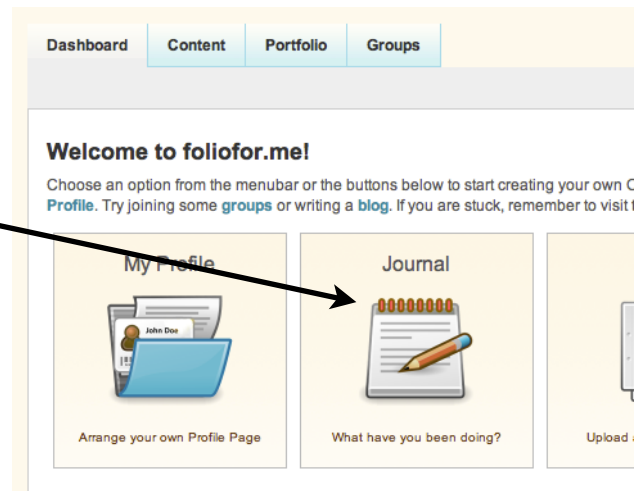
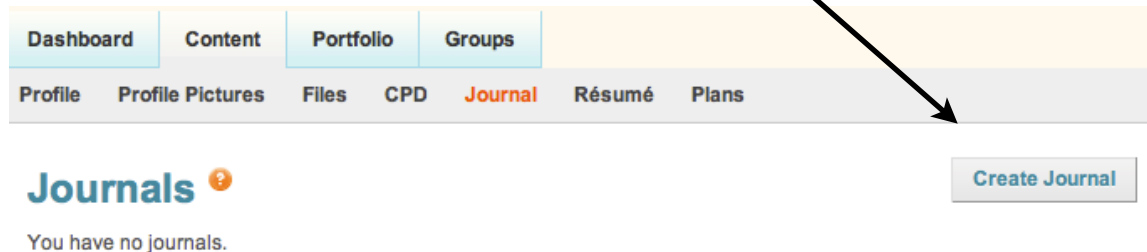


Creating a Journal

1. In your Dashboard, click on Journal



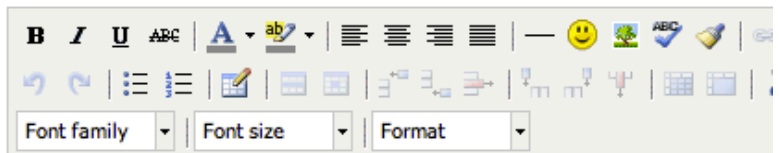
2. The first time you'll need to create a journal. Click Create Journal



3. Give the journal an appropriate name.

Title * EPIC Journal
e.g., 'Jill's Nursing Practicum Journal'.

Description



4. Write a description if desired. Then click Create Journal.

Tags

Show my tags

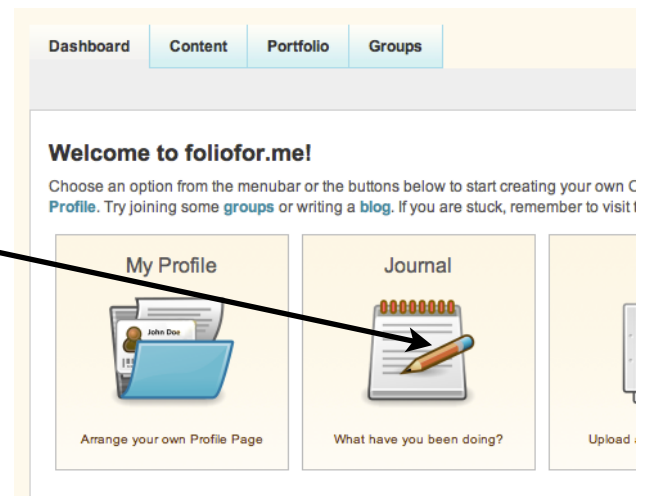
Enter comma separated tags for this item. Items tagged with 'profile' are displayed in y

Create Journal

Cancel

Making Entries in a Journal

1. In your Dashboard, click on Journal



2. Click New Entry in the journal



New Journal Entry in Journal "EPIC Journal"

A screenshot of the 'New Journal Entry' form. The form has a title field with the text '1. Sep 25th 1-2pm' and a body field. Below the body field, there are sections for 'Tags', 'Attachments', 'Draft', and 'Allow comments'. The 'Draft' section has a checkbox and a note: 'When your entry is a draft, no one except you can see it.' The 'Allow comments' section has a checked checkbox and a note: 'Allow comments on your entry.' At the bottom, there are 'Save entry' and 'Cancel' buttons. Arrows point from the instructions to the title field, the body field, and the 'Save entry' button.

3. Give the entry a title. For EPIC number and date each entry.

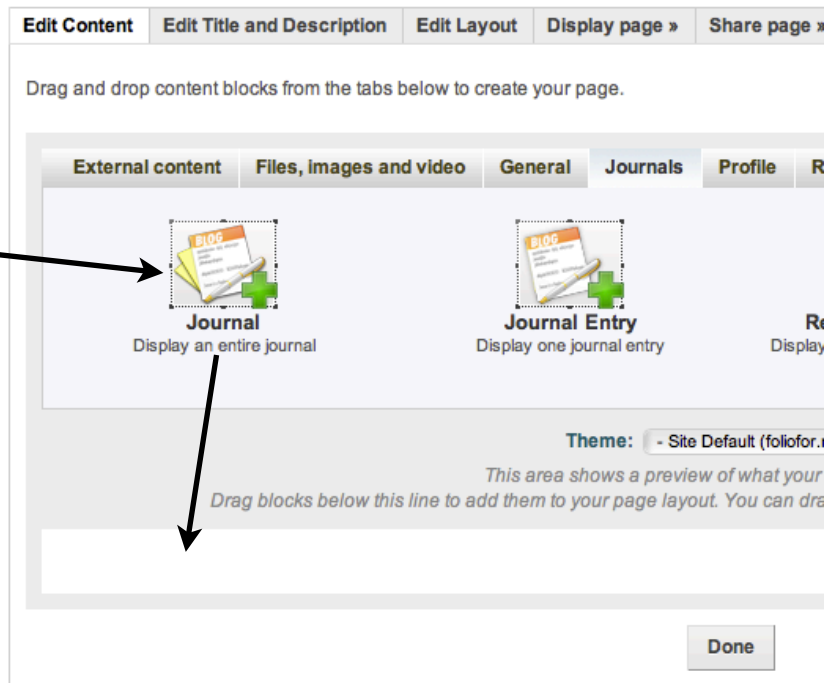
Write your journal entry (or paste it in).

4. Click Save entry when done

Embedding a Journal on an ePortfolio Page

1. Edit the page where you want the journal to show (Phase 1 for EPIC)

2. Drag the Journal content block down onto the page



3. Configure block

Give it an appropriate title

Click on the journal to use

Change entries per page to more than will be assigned (35 for EPIC)

Click Save

